

TRADING PARTNER TESTING VERIFICATION FORM COMPLETION INSTRUCTIONS EDI USER REGISTRATION

In addition to completing a trading partner profile form and obtaining a trading partner identification number, the DHCF requires trading partners to establish at least one secure login identity and corresponding password for an authorized to exchange electronic transactions. Trading partners are not limited on the number of login identities that can be obtained. Following are the instructions for EDI user registration.

Step 1 – Logon to the EDI web site at www.wisconsinedi.org.

Step 2 - Click Register to use site

The screenshot shows a Microsoft Internet Explorer browser window displaying the Wisconsin Medicaid EDI user registration page. The browser's address bar shows the URL <https://www.wisconsinedi.org/webedi/welcome.jsp>. The page features a blue header with navigation links: [wisconsin.gov home](#), [state agencies](#), and [subject directory](#). Below this is a black navigation bar with links: [Department of Health & Family Services](#), [Programs & Services](#), [Partners & Providers](#), [Licensing](#), [Reference Center](#), and [Search](#). The main content area has a red sidebar on the left with the Wisconsin Medicaid logo and the text "HIPAA Login and Registration". The main content area is white and contains the heading "Enter Your Login and Password (click [Register](#) if you are a new user)". Below this is a paragraph explaining the purpose of the site and a link to [Obtaining a Trading Partner ID](#). There are two input fields for "User Name:" and "Password:", followed by "Submit" and "Reset" buttons. At the bottom, there is a link to [Register to use site](#) and a footer with links: [Back to top](#), [About](#), [Contact](#), [Disclaimer](#), [Privacy Notice](#), and [Feedback](#). The footer also includes the text "Wisconsin Department of Health and Family Services".

Wisconsin Medicaid Program - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address <https://www.wisconsinedi.org/webedi/welcome.jsp> Go Links »

WISCONSIN GOV
WISCONSIN GOV

wisconsin.gov home state agencies subject directory

Department of Health & Family Services Programs & Services Partners & Providers Licensing Reference Center Search

Wisconsin Medicaid
Home | Search | What's New!

HIPAA
Login and Registration

Enter Your Login and Password (click [Register](#) if you are a new user)

The Wisconsin Medicaid EDI secure web site is intended for EDI trading partners exchanging health care transactions. Prior to registering as a user you must have a DHCF EDI assigned trading partner ID. Please click on the following link for more information on how to obtain a trading partner id:

[Obtaining a Trading Partner ID](#)

User Name:

Password:

Submit Reset

[Register to use site](#)

[Back to top](#) | [About](#) | [Contact](#) | [Disclaimer](#) | [Privacy Notice](#) | [Feedback](#)

Wisconsin Department of Health and Family Services

Internet

Step 3 - Enter required fields and click Update.

User Name must contain at least 6 characters.

Password must contain at least 6 characters, including one numeric digit.

Please note that while the Trading Partner ID is not required for registration, you must have a DHCF EDI assigned trading partner ID in order to exchange electronic transactions. Please reference the Trading Partner Letter and Profile Form Instruction on the DHFS web site for more information on obtaining a trading partner ID, <http://www.dhfs.state.wi.us/medicaid9/edi/edi.htm>.

The screenshot shows a web browser window titled "Register new user - Microsoft Internet Explorer". The address bar displays "https://www.wisconsinedi.org/webedi/maintainUser.do". The page header includes navigation links: "wisconsin.gov home", "state agencies", and "subject directory". Below this is a black navigation bar with "Department of Health & Family Services" and links for "Programs & Services", "Partners & Providers", "Licensing", "Reference Center", and "Search". The main content area features the "Wisconsin Medicaid" logo and a "HIPAA" banner. The "New User Registration" section contains a "USER PROFILE (* indicates required field)" form. The form includes fields for "User Name: *", "Password: *", "Confirm Password *", "First Name*", "Last Name*", "Address1*", "Address2", "City*", "State" (a dropdown menu currently showing "WI-WISCONSIN"), "Zip Code*", "Phone *", "Fax", "Email *", and "Trading Partner ID*". A "Register" button is located below the "Trading Partner ID*" field. A note states: "You need to supply a valid Trading Partner ID in order to upload or download files". At the bottom of the page, there are links for "Back to top", "About", "Contact", "Disclaimer", "Privacy Notice", and "Feedback". The browser's status bar at the bottom shows "Internet".

Register new user - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit

Address <https://www.wisconsinedi.org/webedi/maintainUser.do> Go Links »

WISCONSIN.GOV
wisconsin.gov home state agencies subject directory

Department of Health & Family Services Programs & Services Partners & Providers Licensing Reference Center Search

Wisconsin Medicaid
Home | Search | What's New!

HIPAA

New User Registration

USER PROFILE (* indicates required field)

User Name: * Password: * Confirm Password *

First Name* Last Name*

Address1*

Address2

City* State Zip Code*

Phone * () - ext Email *

Fax () -

You need to supply a valid Trading Partner ID in order to upload or download files

Trading Partner ID*

Register

Back to top | About | Contact | Disclaimer | Privacy Notice | Feedback

Internet

Trading partners will receive the following screen indicating a successful registration. Users may modify their profile by clicking on the profile tab.

Please refer to Attachment III of the Trading Partner Verification Completion Instructions for information on exchanging electronic transactions.

The screenshot shows a Microsoft Internet Explorer browser window displaying the Wisconsin Medicaid WebEDI Application Home Page. The browser's address bar shows the URL: <https://www.wisconsinedi.org/webedi/maintainUser.do>. The page features a blue header with navigation links: [wisconsin.gov home](#), [state agencies](#), and [subject directory](#). Below this is a black navigation bar with links: [Department of Health & Family Services](#), [Programs & Services](#), [Partners & Providers](#), [Licensing](#), [Reference Center](#), and [Search](#). The main content area has a red sidebar on the left with a circular image of a person and the text "HIPAA". The main content area is white and contains the following elements:

- Wisconsin Medicaid** logo with links: [Home](#), [Search](#), [What's New!](#)
- Home** button
- Profile** button
- Upload Test Files** button
- Test Download** button
- Logoff** button
- Thankyou, you have successfully registered to use the edi web site.**
- Home Page for the WebEDI Application**
- Available Options:**
 - [Home](#): Return to WebEDI home page.
 - [Profile](#): Manage user profile.
 - [Upload Test Files](#): Allows users to upload X12 837 transaction files
 - [Download Test Files](#): Allows users to download X12 835, 997, and TA1 transaction files.
 - [Logoff](#): Logs you off of the system.
- A message: "A list of Frequently Asked Questions about HIPAA Claim Submission will be available shortly. In the meantime, please refer to the [HIPAA](#) page at the [Wisconsin Medicaid Assistance Program](#) Web site."
- Footer links: [Back to top](#), [About](#), [Contact](#), [Disclaimer](#), [Privacy Notice](#), [Feedback](#)
- Wisconsin Department of Health and Family Services logo